

Workforce Development and Planning Advisory Council
Meeting Minutes
July 18, 2012
1:00 - 4:00 p.m.

Members Present: Janet Kelly, Department of Administration; Tim Burton, Department of Justice; Lesa Evers, Office of Indian Affairs; Mike Ferriter, Department of Corrections; Tom Livers, Department of Environmental Quality; Madalyn Quinlan, Office of Public Instruction; Tim Reardon, Department of Transportation; Amy Sassano, Office of Budget and Program Planning; Dore Schwinden, Department of Commerce; Jane Smilie, Department of Public Health and Human Resources.

Members Absent: Dick Clark, Department of Administration; Mike Cooney, Department of Labor and Industry; Arlynn Fishbaugh, Montana Arts Council; Alan Peura, Department of Revenue

Guests: Tom Antonick, Chris Blazer, Joy Conquergood, James Fehr, Donna Hansen, Ken McElroy, Diana Piccono, Brent Rabe, Marty Roos, Kila Shepherd, Deb Sloat

Department of Administration Staff Present: Helen Betts, Peggy MacEwen, Bonnie Shoemaker, and Paula Stoll

Facilitator: Chris Christensen

Minutes: Helen Betts

Welcome: Janet Kelly called the meeting to order at 1:03 p.m. and welcomed members and guests. She introduced Chris Christensen as this meeting's facilitator in place of John Moore. John is in Missoula on a work assignment. She turned the meeting over to Paula Stoll.

Meeting Purpose: Paula Stoll reviewed the agenda and task force charges. She announced a staff change with the HR Work Group. Peggy MacEwen, State Human Resources, is named as the new chair and will represent State HR.

Introductions: Advisory Council members and guests introduced themselves.

Approval of Minutes: As moved by Madalyn Quinlan and seconded by Dore Schwinden, the Advisory Council approved the June 20, 2012 draft meeting minutes.

Note: A change in order of agenda items was made to accommodate council member's schedules.

Status Update on Employment Issues in Eastern Montana: Kila Shepherd, Department of Justice, and Deb Sloat, Department of Public Health and Human Services, members of the HR Work Group to the Advisory Council, presented a draft *Natural Resource Energy Development Impact Policy*. The draft policy outlined various approaches to addressing employment challenges affecting those areas in eastern Montana and other communities impacted by natural resource development activities.

Recommendations: After review and discussion, council members agreed State Human Resources will draft the policy language and conduct a market analysis of pay affected.

Performance Management Clarification of Definitions: James Fehr, Department of Environmental Quality, and Diana Piccono, Department of Agriculture, members of the HR Work Group to the Advisory Council presented the revised glossary of terms as tasked by the advisory council in the June 20th meeting.

The group's research included information provided by Professor Chris Collins, Cornell University; from the Human Capital Institute; and Marnie E. Green's book *Painless Performance Evaluations*, as well as input from Tim Burton, Alan Peura, and Tom Livers. The group concluded the need to identify and define the term "talent management" to provide guidance for defining "performance management."

After review and discussion by the council members, the HR Work Group called for approval from the council. Council members called for a motion to approve the revised definitions with the understanding that State Human Resources would revise when clarification is needed. Tim Burton made the motion and seconded by Madalyn Quinlan to approve the revised definitions.

Recommendation: With the definitions approved, the Advisory Council recommended State HR draft a talent and performance management model guide.

Meeting Wrap-Up: Chris Christensen summarized the results of the meeting and asked for public comment.

Public comment: No comments.

Closing: Janet Kelly closed the meeting by thanking the HR Work Group for their assistance in providing the groundwork to the advisory council and to everyone for attending today's meeting. The meeting adjourned at 2:03 p.m.

The next meeting of the Advisory Council will be August 15, 2012, from 1:00 to 4:00 p.m. in Conference Room 111 of the Department Environmental Quality, 1520 East Sixth Avenue, Helena, Montana.